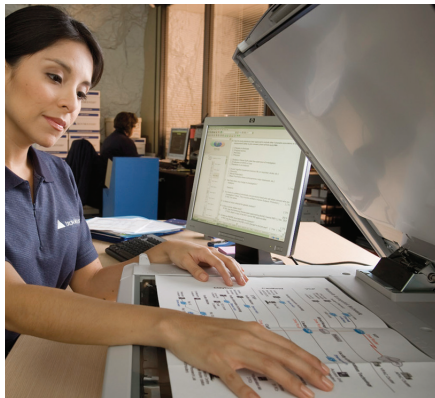


Image On Demand™

SCAN ONLY WHAT YOU NEED, ONLY WHEN YOU NEED IT

Save Costs with Just-in-Time Conversion


FEATURES AT A GLANCE

- Scan the documents you need when you need them without the high cost of a full digital conversion
- Image on Demand meets your unique records management challenges, providing fast access to your most essential business documents while adhering to your budget requirements.
- Fast, easy and convenient retrieval – we can even provide rush delivery
- Pay-as-you-go service model with no up-front capital expenditure
- Secure chain of custody; the original document never leaves the security of the Iron Mountain facility.

Many organizations are moving toward a digital environment; however, tremendous amounts of paper records still exist in the business space today. The high cost of a full digital conversion usually also means that only the most critical documents are handled digitally. And for many companies, converting 100 percent of their physical records may not be the most cost-effective solution.

At Iron Mountain, we realize that there are different document conversion requirements and we provide intelligent scanning options tailored to meet the various access requirements for different types of documents.

For both new and existing Iron Mountain customers, Image on Demand™ opens other avenues for improving customer service and providing real customer value. If companies anticipate a reasonably active retrieval rate on their physical documents stored with Iron Mountain, but don't want to undertake a full digital conversion due to the high financial commitment, Image on Demand allows them to scan records "on demand" as requested, making them available within hours. This pay-as-you-go service provides quick and easy access to these essential documents and minimizes costs by only imaging requested documents.

Image on Demand also serves as an alternative document delivery service for current Iron Mountain box or open-shelf storage customers. In districts where Iron Mountain offers Image on Demand, this delivery service can be used in tandem with the more traditional delivery methods like box, file or fax.

TAILORED SOLUTION

Iron Mountain has helped organizations around the world implement physical and digital records management services to streamline their operations. Our experienced team will work one-on-one with your organization to define, develop and initiate the specifics of your Image on Demand solution. The result is a solution that meets your unique records management challenges, provides fast access to your most essential business documents and meets your budget.

SAFE AND CONSISTENT HANDLING

With Image on Demand, you begin by using our Web-based Iron Mountain Connect™ to select the document you want imaged. Our team at Iron Mountain then carefully retrieves, prepares and scans the document. Once the pages are scanned, each image is checked for clarity and readability. Any image that does not meet Iron Mountain's quality standards is rescanned. We then return the loose document to its original carrier, then return it to its original storage location.

SECURE AND TIMELY DELIVERY

Once a document is scanned you can choose to access it via a secure FTP site, have it emailed as a securely encrypted hyperlink or email attachment, or securely hosted – with anytime access – via our Web-based hosted repository, the Digital Record Center™ for Images. If you already have an electronic document management system in place, we can create and transmit the electronic document in a format that can be easily translated into your system. No matter how the document is transmitted, you can be sure it will be delivered quickly and safely without the original record ever leaving the security of the Iron Mountain facility.

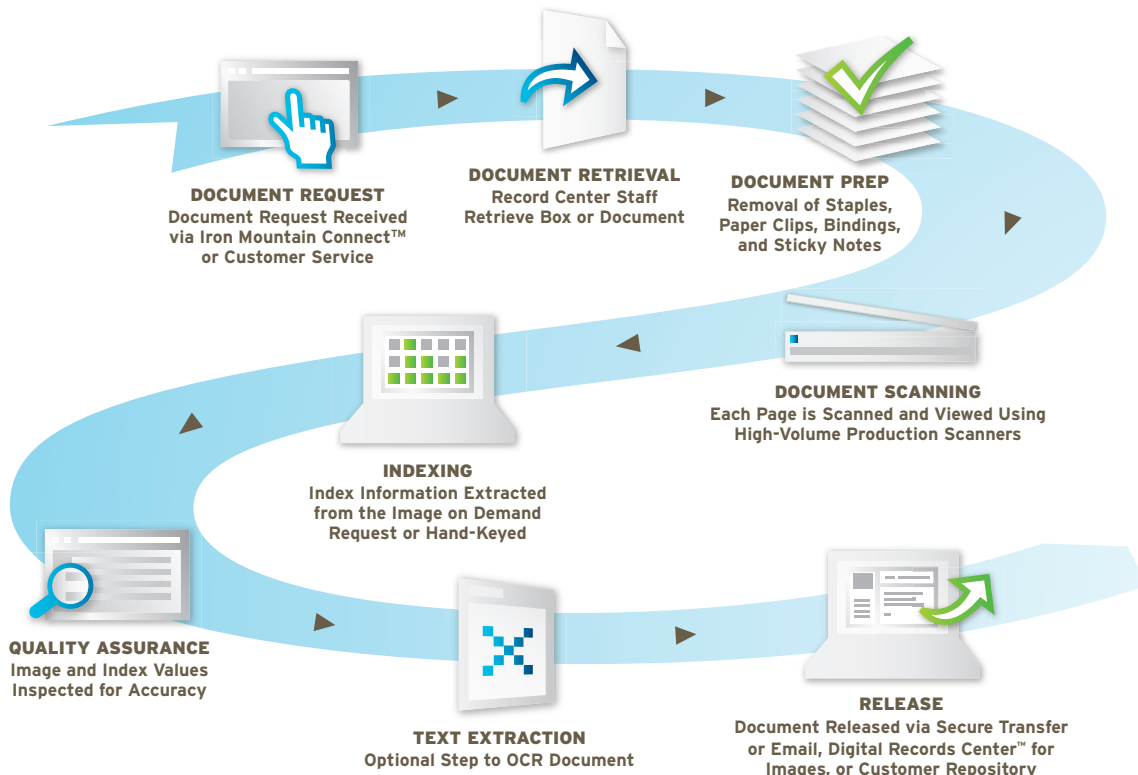
NO CAPITAL EXPENDITURE REQUIRED

Iron Mountain's Image on Demand program is delivered as a pay-as-you-go service model that requires no up-front investment from your organization.

MANAGE ALL RECORDS WITH A SINGLE SOLUTION

When you choose Image on Demand, you can opt to combine your active and inactive records into a single managed system with our ActivFile™ Solutions. With this combined solution, you can store both your active and inactive files together at an Iron Mountain facility, and access them electronically using Image on Demand. This reduces both the costs and the complexity of your records management system.

IMAGE ON DEMAND WORKFLOW



ABOUT IRON MOUNTAIN. Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company Web site at www.ironmountain.ca for more information.

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